

# BB360



## BB360 Quick Reference Guide

Admin access for Chapter Leaders and Advisors

# BB360 Quick Reference Guide

## Getting Started

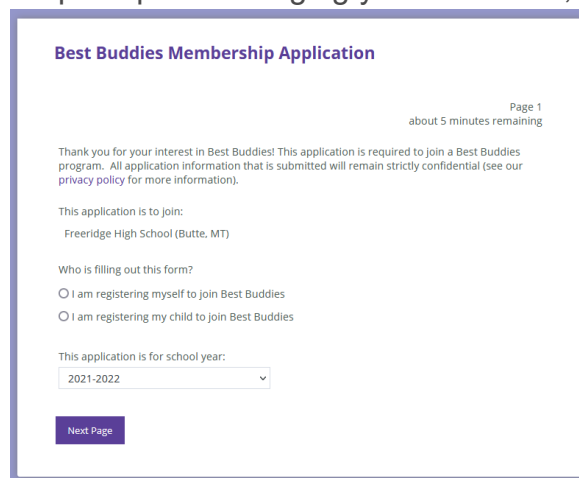


*This guide is an overview of features and general information about BB360. For more detailed step-by-step guides, please visit [bestbuddies.org/bbu/bb360](https://bestbuddies.org/bbu/bb360).*

BB360 is an online chapter management portal for Best Buddies chapter officers and advisors. Designed specifically for chapter leaders, BB360 is your one-stop shop for managing your members, matches, events and more. General members will not have access to BB360.

To get access to BB360, your first step is filling out a membership application at [bestbuddies.org/join](https://bestbuddies.org/join). For chapter presidents and advisors, your Best Buddies staff contact will then be able to give you access to BB360.

Please note: access to BB360 is not automated from your membership application; if you are waiting on login information, please reach out to your Best Buddies staff contact.



The screenshot shows the 'Best Buddies Membership Application' form. At the top right, it says 'Page 1 about 5 minutes remaining'. The main text reads: 'Thank you for your interest in Best Buddies! This application is required to join a Best Buddies program. All application information that is submitted will remain strictly confidential (see our privacy policy for more information)'. Below this, it asks 'This application is to join:' with the answer 'Freeridge High School (Butte, MT)'. Then it asks 'Who is filling out this form?' with two radio button options: 'I am registering myself to join Best Buddies' (selected) and 'I am registering my child to join Best Buddies'. Next, it asks 'This application is for school year:' with a dropdown menu showing '2021-2022'. At the bottom is a 'Next Page' button.

## Logging Into BB360

Once you get access to BB360, you'll receive a *Welcome to BB360* e-mail with a link to join. That link will take you to the BB360 login page at [bestbuddies.my.site.com](https://bestbuddies.my.site.com).

You can either create your own password or use your Facebook or Google account logins. For that to work, the e-mail on your Best Buddies membership application needs to match the one on your social media account that you choose.

If at anytime you forget your password, use the "Forgot your password?" link on the login page.

If you are a new chapter or a school chapter at the beginning of the year, there will not be much information on the homepage of BB360 the first time you log in. Once your members start signing up and you start planning for the year, your homepage will display all the most recent information regarding your chapter.



The screenshot shows the BB360 login page. At the top left is the BB360 logo with the text 'CHAPTER LEADERS & ADVISORS ADMIN ACCESS'. Below the logo are two input fields: 'Username' and 'Password'. A purple 'Log in' button is below the password field. Under the button is a link 'Forgot your password?'. At the bottom are Facebook and Google+ social media icons. Below the icons is a note: 'To log in with Facebook or Google, your e-mail for your social media account must match the one submitted on your Best Buddies membership application.'

# BB360 Quick Reference Guide Homepage



The screenshot shows the BB360 homepage for Freeridge High School. The navigation bar at the top includes links for Home, Roster, Events, Reports, Chatter, and Mission1. The main content area is divided into several sections: a Welcome message, a Switch Chapter dropdown, a large BB360 graphic, Current Goals, Upcoming Chapter Events, Pending Applications, a Chapter Dashboard with various charts, and a Chatter Feed.

**1** Switch Chapter

**2** Current Chapter(s): Freeridge High School

**3** Welcome!

Welcome to BB360, your one-stop shop for managing your members, events and more. For assistance and training, please visit the [BBU](#). If you manage more than one chapter, you can choose each chapter using the Switch Chapter dropdown.

**4** Chatter

**5** Current Chapter(s): Freeridge High School

**6** Mission1

**7** Switch Chapter

Select a Chapter

**8** Dashboard Chapter Data

As of Aug 26, 2021, 1:35 PM Viewing as Mission Diaz

**9** CURRENT GOALS

Goal Name	Goal Description	Date	Goal Status
Make Matches by October 15!	Assign matches in BB360 using the Match Tool.	10/15/2021	In Progress

[View All](#)

**10** Chatter Feed

Sort by: Most Recent Activity

Search this feed...

**11** UPCOMING CHAPTER EVENTS

Event Name	Event Category	Host	Start Date/Time
Club Fair	Recruitment	Freeridge High School	8/27/2021, 5:00 PM
Dinner at Mod Pizza	Chapter Activity	Freeridge High School	10/7/2021, 6:00 PM

[View All](#)

**12** PENDING APPLICATIONS

Membership Name	Chapter	Application Status	Program Year
Kendra T: 2021-2022 Freeridge ...	Freeridge High School	Pending	2021-2022
Mailliw Reruam: 2021-2022 Fre...	Freeridge High School	Pending	2021-2022

[View All](#)

**8** Members

8

[View Report \(Current Mem...](#)

**2** Matches

2

[View Report \(Current Matc...](#)

**3** Chapter Events

3

[View Report \(Chapter Eve...](#)

**5** Member Updates Last 90 Days

Record Count

5

[View Report \(Member Updates Last 90 Days\)](#)

Experience Score

Good

Bad

## 1 CHAPTER SWITCHER

If you manage more than one chapter, use the drop down to switch between chapters

## 2 CHAPTER DASHBOARD

Current numbers and charts for your chapter; click Refresh to get the latest data

## 3 GOALS

List of current goals; click on the goal to update

## 4 CHATTER FEED

Latest posts and questions from chapter leaders

## 5 UPCOMING EVENTS

List of upcoming events for your chapter

## 6 PENDING APPLICATIONS

Membership applications that need to be processed

## 7 ROSTER

View memberships applications and buddy pairs

## 8 EVENTS

View, update, and create events for your chapter

## 9 REPORTS

View reports and charts about your chapter

## 10 CHATTER

Click More to view and join the chatter conversation

## 11 CHAPTER ACCOUNT

Click your chapter name to get your membership application link and use the match tool

## 12 YOUR PROFILE

Update your nickname, about me, and upload a pic!

# BB360 Quick Reference Guide

## Chapter Account



Navigate to your chapter account by clicking the name of your chapter at the top of the page. Here you can view all details, members, leaders and events for your chapter. The Match tool is for creating one-to-one friendships and New Goal is for adding new goals for your chapter.

Your chapter's custom calendar URL and Membership Application link can also be found on your chapter account page.

### 1 CHAPTER ACCOUNT

Available on every page, click your chapter name to access your chapter account

### 2 MATCH TOOL

View all available members to be matched and create matches from filtered lists

### 3 NEW GOAL

Add a new goal for your chapter

### 4 LEADERSHIP

View current, previous and future officers and advisors

### 5 ROSTER

List of all members, past and present, for your chapter

### 6 EVENTS

List of all events hosted by your chapter

### 7 GOALS

View past and current goals

### 8 PARTNER ORGANIZATIONS

View host sites and schools associated with your chapter

### 9 NOTES

View chapter history and previous chapter reports

### 10 NEW AFFILIATION

Add an officer or advisor to your chapter

### 11 CALENDAR URL

Link to subscribe to your chapter calendar that you may send to members

### 12 MEMBERSHIP APPLICATION LINK

Link for your chapter's membership application to send to prospective members

# BB360 Quick Reference Guide

## Match Tool



From your chapter account page, you can access the Match Tool by clicking the button in the top right corner. All members that indicated they are interested in a match on their membership application will be listed here.

### Match Tool for Freeridge High School

Use the two member list columns below to find and match a buddy pair. Each list can be filtered by updating the filter options and hitting REFRESH LIST. To make a match, select a MATCH radio button in both columns and click the MAKE MATCH button.

Program Year 2021-2022

**MEMBER 1**

Name

Matched? No

IDD? Yes

Gender ALL

Min Age

Max Age

Refresh List

**MEMBER 2**

Name

Matched? No

IDD? No

Gender ALL

Min Age

Max Age

Refresh List

Make Match

**MEMBER 1**

Name	Age	IDD?	Previous Buddy	Survey Received	Match
<a href="#">Olivia B</a>	18	Yes	Mission Diaz	No	<input type="radio"/>
<a href="#">Ruben Martinez</a>	17	Yes		Yes	<input type="radio"/>

**MEMBER 2**

Name	Age	IDD?	Previous Buddy	Survey Received	Match
<a href="#">Cesar Diaz</a>	17	No	Olivia B	No	<input type="radio"/>
<a href="#">Jamal Turner</a>	16	No	Kendra T	Yes	<input type="radio"/>

There are two lists that can be filtered individually to help you connect the right people. You can search for a member's name, gender or age range. You'll want to click the Refresh List button any time you make changes to the filter selections for each column.

If your members submitted matching surveys, you can review their responses by selecting their names in the list. To make a match, click the radio buttons next to the members' names and click the Make Match button.

Remember, you can only access the match tool from the chapter account page by clicking the name of your chapter at the top of your screen.

Name	Age	IDD?	Previous Buddy	Survey Received	Match
<a href="#">Olivia B</a>	18	Yes	Mission Diaz	No	<input type="radio"/>
<a href="#">Ruben Martinez</a>	17	Yes		Yes	<input checked="" type="radio"/>

Interested in a Match Yes

Matching Survey Received 7/12/2021

Matching Survey Personal Description I guess you can say that I'm a hopeless romantic...

Matching Survey Interests Comedy (e.g. standup, improv); Fitness (e.g. running, yoga, working out); Food (e.g. eating out, baking, cooking); Movies and TV; Music (e.g. concerts, playing an instrument); Video games

Matching Survey Communication Types E-mail; Hanging out together; Talking on the phone; Texting; Video chat (Facetime, Skype, Duo, etc.)

Matching Survey Days Available Tuesday; Thursday; Saturday

Matching Survey Special Requests Match me with Mario... PLEASE!

# BB360 Quick Reference Guide

## Memberships & Matches



On the Roster tab in BB360, you can export a list of member contact information, assign members as officers, and get individual form links for each member, like the matching survey or member update form.

When you navigate to Roster, the default list view is for current members.

The screenshot shows the BB360 interface with the Roster tab selected. The top navigation bar includes Home, Roster, Events, Reports, and Chatter. The current chapter is Freeridge High School. Below the navigation bar, there is an 'Export List' button. The main content area shows a list of members with columns for Edit, First Name, Last Name, Affiliations, IDD?, Interested, Matched, and Contact Email. The list is sorted by First Name and filtered by All memberships - Active. The first three members are Aaron, Aidan, and Ailyn.

	Edit Me...	First ...	Last Na...	Affiliations	IDD?	Interested i...	Matche...	Contact Email
1	Edit	Aaron			Yes	Yes	Alexander J...	
2	Edit	Aidan			No	Yes	Pete Taylor	
3	Edit	Ailyn			No	Yes		

To switch list views, select the dropdown arrow to see other options. You can view different groups of members, or get different lists for matching survey links, etc. Click the Export List button to download the list into an Excel document.

## Pending Applications

In BB360, membership applications that are submitted with parental consent (if needed) are automatically marked as approved. As the chapter leader, you should review this list to ensure that all members are currently part of your chapter.

Selecting the Pending Applications list view in the Roster tab will pull a list of applications that need to be processed. A pending status means that we are still waiting on parental consent. Action Required is for applications received with potential background history that may make them ineligible to participate. Reach out to your Best Buddies staff contact to review these applications – some may require a background check to be able to participate in Best Buddies.

The screenshot shows the BB360 interface with the Roster tab selected. The 'Export List' button is highlighted with a red box. The dropdown menu for the list view is open, showing various options. The 'Members (Pinned list)' option is selected, indicated by a blue checkmark. The dropdown menu also includes options like Matches, Matching Survey Links, Member Update Links, Members with IDD, Members without IDD, Members, Matched, Members, Unmatched, Pending Applications, and Recently Viewed.



# BB360 Quick Reference Guide

## Memberships & Matches



To view an individual's membership record, click Edit next to their name from the list view. You can add a match, an affiliation (officer position) and view event participation. On the record details page you can also find individual links for different forms that the member can submit.

Membership  
Jamal Turner: 2021-2022 Freeridge High School

Edit Add Match Add Affiliation

Record Type	Program	Active	Affiliations
Schools	High Schools	Yes	Events Coordinator

Details Leadership Matches Event Participation Member Updates

Contact  
Jamal Turner

Start Date  
7/7/2021

Program Year  
2021-2022

Chapter  
Freeridge High School

End Date  
6/30/2022

Name of School or Host Organization  
Test High School

Application Status  
Approved

Application Date  
7/7/2021

IDB?  
No

Member Update Form  
<https://forms.bestbuddies.org/4903707?mld=a0z4P00000Rc6c6&rlid=>

Most Recent Event Attended  
10/7/2021

Affiliations  
Events Coordinator

## Matches

On the Roster tab, selecting the Matches list view will pull a list of your current matches. If it is the beginning of the school year, or your chapter does not make one-to-one friendships, the list will be empty.

If you need to make edits to a match, click Edit on the row of the match to update. This will take you to the relationship record where you can update start/end dates and dissolve a match if necessary.

If you do not see an Edit link next to a match, there is likely an error with double matching and you'll need to click the member's name to access the match information.

Relationship  
R-3660303

Edit

Contact	Related Contact	Relationship Explanation
Jasmine Flores	Monse Finnie	Monse Finnie is Jasmine Flores's Buddy

Details Member Updates

Contact  
Jasmine Flores

Status  
Current

Start Date  
7/9/2021

Established Match  
☐

Membership  
Jasmine Flores: 2021-2022 Freeridge High School

Related Contact  
Monse Finnie

Type  
Buddy

End Date  
6/30/2022

Established Date

Dissolution Details

Dissolve Initiated by

Reason Dissolved

Dissolved Reason Type

# BB360 Quick Reference Guide

## Events



In BB360, you can view all past and future events for your chapter in the Events tab. BB360 offers the ability to create registration forms for your events and track attendance. Events created in BB360 will appear on your chapter calendar.

BB360 Home Roster Events Reports Chatter Mission1

Current Chapter(s): Freeridge High School

Upcoming Chapter Events

1 item • Sorted by Start Date/Time • Filtered by All events - Start Date/Time, Host Account Type • Updated a few seconds ago

Search this list...

	Event Name	Event Cate...	Host	Start Date/T...	End Date/Time	Registration Link
1	Dinner at Mod Pizza	Chapter Activity	Freeridge High School	10/7/2021, 6:00 PM	10/7/2021, 7:30 PM	<a href="https://forms.bestbuddies.org/4903690?eventId=a184P00001BUwZd">https://forms.bestbuddies.org/4903690?eventId=a184P00001BUwZd</a>

To create a new event, click the New button.

*Important: when adding an event in BB360, make sure that you put your chapter as the Host.*

Choose the most relevant Event Category, including Chapter Activity, Training, and Fundraiser, and the Event Type if applicable.

If you wish to have BB360 create a registration form for your event, check the box for Create Registration Link.

You may choose to include an event waiver on your registration form using the Require Waiver field.

Your event description and location will also appear on your chapter calendar.

Information

\* Event Name  
Match Party

\* Host  
Freeridge High School

\* Start Date/Time  
Date: 10/12/2021 Time: 2:30 PM

\* End Date/Time  
Date: 10/12/2021 Time: 3:30 PM

\* Event Category  
Chapter Activity

Event Type  
Match Party

\* Require Waiver  
No

Other Type

Total Attendees

Total Non-Member Attendees

Private Event

Create Registration Link  
☒

Description and Location

Event Description  
Come find out who your buddy is!

Event Location  
Mr. Murat's room.

Cancel Save & New Save



# BB360 Quick Reference Guide

## Events



Once you save the event you can find the registration link on the event details page. Send the link out to your chapter members to have them register for the event.

**Event Details** Registrations Add Members Take Attendance

Event Name	Host
Match Party	Freeridge High School
Start Date/Time	End Date/Time
10/12/2021, 2:30 PM	10/12/2021, 3:30 PM
Event Category	
Chapter Activity	
Event Type	Require Waiver
Match Party	No
Other Type	Private Event
	<input type="checkbox"/>
Total Attendees	Create Registration Link
0	<input checked="" type="checkbox"/>
Total Non-Member Attendees	Registration Link
0	<a href="https://forms.bestbuddies.org/4903690?eventId=a184P000019Ng8z">https://forms.bestbuddies.org/4903690?eventId=a184P000019Ng8z</a>

**Chapter Activity**

**Match Party**  
Come find out who your buddy is!

**Event Date and Time**  
10/12/2021, 2:30pm EDT

**Hosted by:**  
Freeridge High School

**Event Location**  
Mr. Murat's room.

**Registration Details**

First Name

Last Name

E-mail Address

Mobile Phone Number

**Submit**

Once registrations begin to come in you can track them in the Registrations tab of the Event Record.

To add attendees to your event use the Add Members tab. Select which members you wish to add and click Submit.

To update a member's registration or attendance, click the Take Attendance tab. Here you can select the status of the attendee, including Attended, Did Not Attend and Invited, check the boxes next to the names to update, and click Submit.

If you are not tracking individual attendance, you can always update the attendance numbers on the event details page.

**Event Details** Registrations Add Members **Take Attendance**

**Enter Attendance**

\*Select status:  
Attended

Use the checkboxes and click Submit to update event attendees to this status.  
**Hint:** Click the down arrows in the column headers to filter the list.

**Registrations**

	First Name	Last Name	Status
<input checked="" type="checkbox"/>	Monse	Finnie	Invited
<input checked="" type="checkbox"/>	Jasmine	Flores	Invited
<input checked="" type="checkbox"/>	Ruben	Martinez	Invited
<input type="checkbox"/>	Mario	Martinez	Invited
<input type="checkbox"/>	Ronald	Murat	Invited
<input type="checkbox"/>	Jamal	Turner	Invited

**Submit**

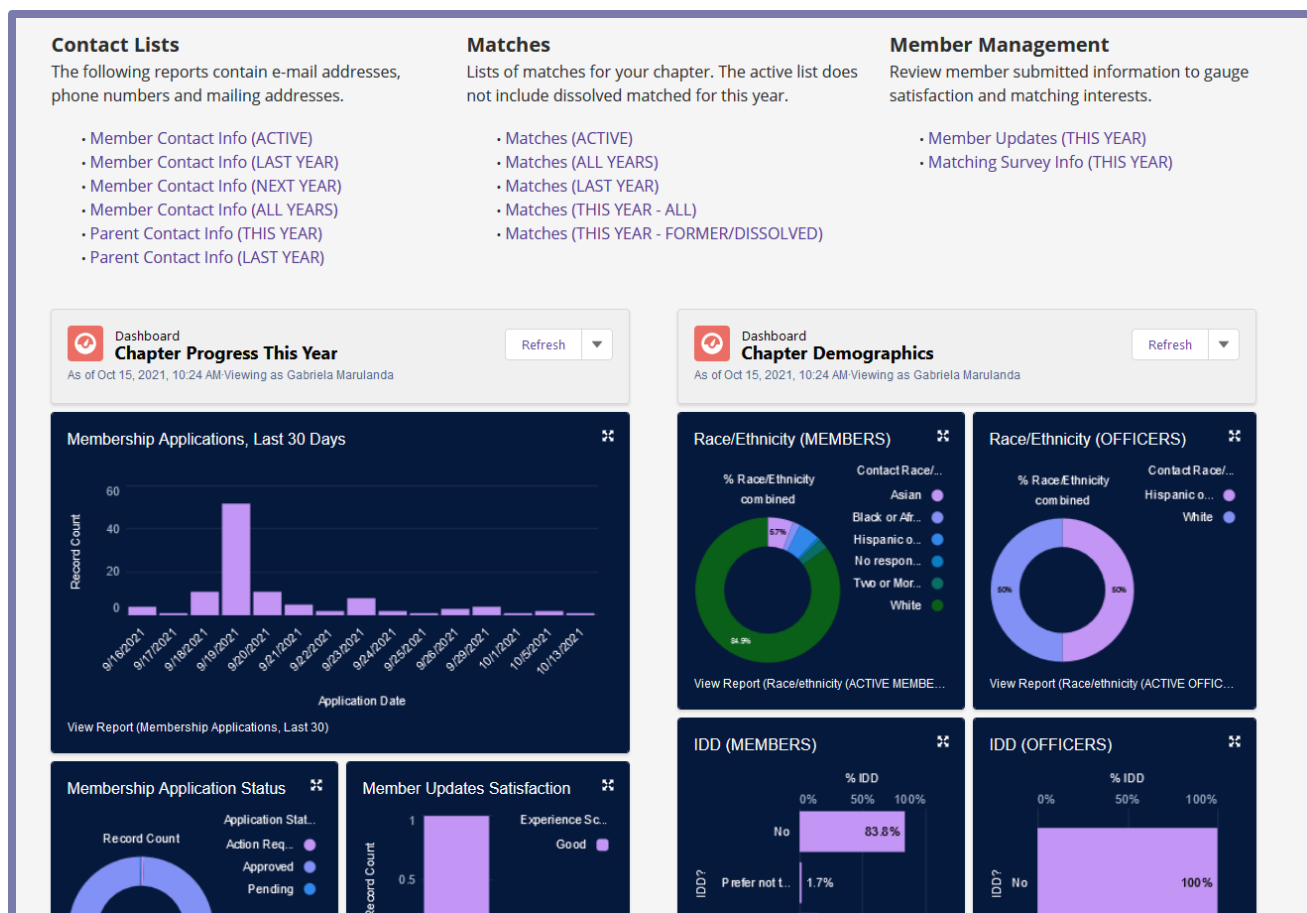
Note: not every event needs to have registrations tracked in BB360. Work with your Best Buddies contact to decide which events you should track this way.

# BB360 Quick Reference Guide

## Reports

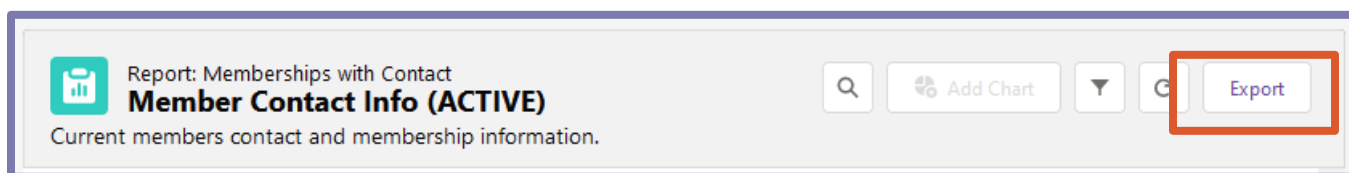


The reports tab in BB360 has a list of reports for your chapter as well as various dashboards of charts. This is where you can review chapter information for previous years. There are reports for members and matches for the current program year and all years your chapter has been open.



Remember to click the Refresh button on the dashboards to view the most up to date information.

When you select a report, a new page will open for you to review the data. Click export to download the information to an Excel document.



# BB360 Quick Reference Guide

## Chatter



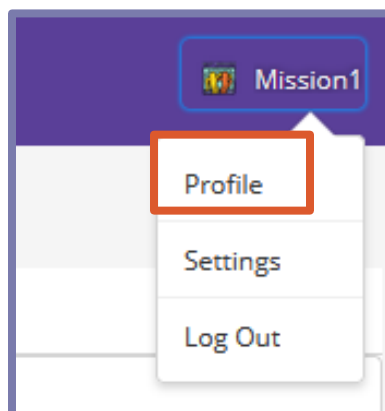
Chatter is our network of Best Buddies leaders from school and citizens chapters from around the country. Everyone with a BB360 login has access to Chatter. On Chatter you can share stories and ask questions to your peers.



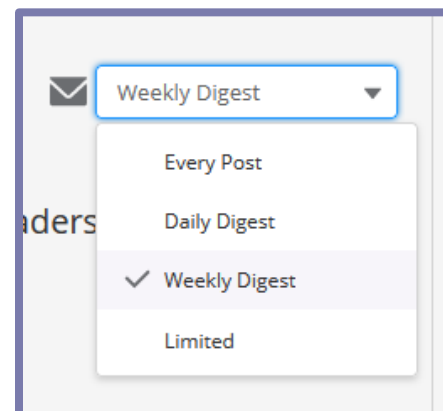
The first step is joining the group. In the top menu click Chatter. Once you go to the Best Buddies Leaders group you can click the Join Group button.

Now you can begin chatting with other Best Buddies leaders!

Update your profile by clicking the avatar in the top right corner of the screen and selecting Profile. Here you can add a picture, update your nickname, and write a brief bio about yourself. Other BB360 users will be able to see this information in Chatter.



Another setting you can customize is how often you'd like to receive e-mail updates about posts in Chatter.



When you post in Chatter you have option to include photos or attachments. Share the mission happening in your community with your peers! You can also ask the group a question and get help planning the year for your chapter.

